



MONROE CITY R-1 SCHOOL DISTRICT
401 HWYS. 24 & 36 EAST
MONROE CITY, MO 63456



Activities Purchase Requisition			Date of Request	Requested Ship Date	REQ. No.	P.O. No.
Building	Ship To	Vendor	Vendor Name		Phone	Fax
Activity/Club	Disposition <input type="checkbox"/> One Time Purchase <input type="checkbox"/> Ongoing Purchases: <input type="checkbox"/> Department Stock <input type="checkbox"/> Estimated Usage:		Address		Vendor No.	Customer Account No.
Requested By			City, State, Zip Code		Contact Name	<input type="checkbox"/> Regular shipping <input type="checkbox"/> Overnight

Item No.	Vendor Catalog No.	Description	Quantity	U.O.M.	Unit Price	Extended Price
FREIGHT CHARGES:						

ACCOUNT CODE: _____		Total Extended Price ►
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Requestor Signature	Date	Administrator Approval	Date
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